

## POSITION DESCRIPTION

### Peer Services Co-ordinator, Sex Industry Network

### The AIDS Council of SA

POSITION DETAILS	
<p>Position Title: Peer Services Co-ordinator, Sex Industry Network            Classification: Social, Community, Home Care, Disability Industry Award 2010, Level 5, 30 hours per week (0.8 FTE)            Status: 12 months contract            Reports to : SIN Manager</p>	
POSITION CONTEXT	
<p><b>Organisational Overview</b></p>	<p>ACSA Health (The AIDS Council of SA Inc) has maintained a leading role in the community response to HIV/AIDS in South Australia for twenty five years. We have a strong commitment to reducing health inequities amongst our communities and to eliminating the transmission of HIV.</p> <p>Our vision is “equity, health and human rights” and we involve key client groups including gay, lesbian, bi-sexual, transgender intersex and queer (GLBTIQ) people, same sex attracted people, men who have sex with men(MSM), people who inject drugs, HIV positive people and sex workers in our prevention and education programs . Our purpose is to improve the quality of life of our clients and our communities and to reduce the transmission of HIV and to support the growth of strong, resilient and healthy communities</p> <p>ACSA advocates for strengthening of primary health care services, such as the prevention of disease and the promotion and development of good health. We seek to protect and promote the health of our communities and to address individual and population health problems at an early stage. We promote the empowerment of individuals and communities and their greater involvement in how health care is developed and delivered, and in how their health and wellbeing is shaped. We promote continuity of care, health promotion and education, integration of prevention with care, and a concern for population as well as individual health.</p> <p>ACSA supports peer based education and has an affirmative action policy for people living with HIV. Affected communities remain integral to the work of ACSA, and this is reflected at all levels across the organisation : members of the GLBTIQ, HIV positive, injecting drug use and sex worker communities serve as volunteers, staff, management, Board Members and Program Committee members.</p>
<p><b>Position Purpose</b></p>	<p>This is a new position at SIN aimed at enhancing leadership and efficiency in the delivery of quality peer education services. The role will provide line supervision to peer educators; manage rosters and outreach schedules, provide the initial liaison between the industry and SIN and will focus on developing OHS &amp;S best practice among peer educators and the sex industry. The role works closely with the SIN Manager to promote the health, rights and wellbeing of sex workers in. The ideal candidate will have substantial experience in the sex industry and will possess the skills to lead and motivate a diverse group of peer education staff, volunteers and community members. ACSA’s affirmative employment practice for communities affected by HIV and our commitment to peer based services means that additional training and support may be available for a candidate who may be ideal for the role but may not meet all the criterion in the person specification</p>
<p><b>Management Responsibility</b></p>	<p>The position provides supervision to Sex Industry Network staff (5) and volunteers.</p>

<b>Key Interactions/ Relationships</b>	<ul style="list-style-type: none"> <li>• Sex Industry</li> <li>• SIN Manager</li> <li>• SIN Staff</li> <li>• SIN Program Committees and community members</li> <li>• ACSA Chief Executive Officer</li> <li>• Non-government organisations</li> <li>• Peak bodies</li> <li>• Government departments</li> </ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Some inter/intrastate travel and out of hours work is required.</li> <li>• A current driver's licence is essential.</li> </ul>
<b>PRIMARY OUTCOMES AND ACCOUNTABILITIES</b>	
<b>KEY RESULT AREA</b>	<b>PERFORMANCE OUTCOMES</b>
<b>Quality client and community services</b>	<ul style="list-style-type: none"> <li>• Provide and supervise peer education that facilitates high quality services and client outcomes for the sex industry</li> <li>• Supervise outreach rosters and schedules, ensuring continuity of peer education services</li> <li>• Monitor OH &amp; S issues for peer educators and the sex industry</li> <li>• Ensure that cash handling and stock control procedures are appropriately performed</li> <li>• Assist in the maintenance of a supportive, welcoming environment for all sex workers at SIN</li> </ul>
<b>Community engagement and capacity building</b>	<ul style="list-style-type: none"> <li>• Work with staff to develop and monitor strategies to empower sex workers to represent their issues</li> <li>• Monitor sex work involvement at all levels of policy development, program planning, and implementation</li> <li>• Promote new SIN services to the sex industry</li> <li>• Develop and monitor the implementation of SIN annual workshop program</li> </ul>
<b>Leadership, advocacy and representation</b>	<ul style="list-style-type: none"> <li>• Represent ACSA on committees or other forums as agreed with the SIN Manager</li> <li>• Provide policy advice to government as agreed with the SIN Manager</li> </ul>
<b>Workforce development</b>	<ul style="list-style-type: none"> <li>• Supervise, support and develop nominated staff and volunteers</li> <li>• Assist in leading a work environment where staff are challenged and stretched to develop their competence, and encouraged and provided with opportunities for development.</li> <li>• Model ethical, respectful and accountable behaviour</li> <li>• Work in collaboration with staff to develop and monitor work and personal development plans</li> <li>• Work with the SIN Manager to promote continuous quality improvement</li> </ul>
<b>Organisational sustainability and innovation</b>	<ul style="list-style-type: none"> <li>• Assist SIN Manager in business and strategic planning</li> <li>• In collaboration with the SIN Manager, monitor program financial resources</li> <li>• Supervise internal relationships and conflicts in an ethical and respectful manner as agreed with the SIN Manager</li> </ul>
<b>PERSON SPECIFICATION</b>	
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Personalised experience of the sex industry</li> <li>• Experience in the planning and provision of services to diverse communities</li> <li>• Experience in supervision of staff</li> </ul>	

## **Knowledge**

- Understanding of the principles of peer education, community development, harm reduction and enabling environments
- Understanding of the broader social and economic factors that affect the health and wellbeing of sex workers
- Knowledge of the design and delivery of health promotion services
- Commitment to promoting sex worker empowerment, community ownership, sex worker representation and self-determination as key health promotion approaches
- Demonstrated knowledge of the health, legal and personal issues related to the diversity of sex worker populations in South Australia
- Knowledge of the agencies, organisations and available services for sex workers
- Understanding of and commitment to ACSA's communities including a commitment to advocacy and fostering community engagement
- Understanding of the contemporary issues facing communities at risk of or living with HIV

## **Skills**

- Leadership and the ability to participate in managing change in a complex environment
- Ability to advocate issues on behalf of sex workers
- Analytical, conceptual and problem solving skills, including the ability to think laterally and creatively
- Demonstrated high level of written and verbal communication skills
- Capacity to work collaboratively with the sex industry and government and non-government agencies

## **Qualifications**

- A tertiary qualification in management, social or health sciences; or
- A combination of experience, knowledge and skills sufficient to perform the duties at this level.

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## **Personal Abilities**

### **Leadership skills, including the ability to :**

- maintain and encourage community participation and direction
- uphold client and industry confidentiality
- encourage and sustain a cooperative work environment
- contribute positively to SIN management, and support operations towards the achievement of SIN goals
- work effectively on an interpersonal level with community members, staff and system wide agencies and organisations
- support and work with people with diverse backgrounds, values systems, cultural differences and special needs

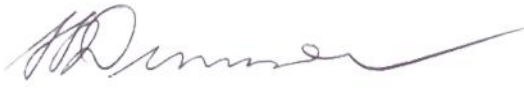
### **Personal Abilities**

- motivation and reliability
- well organised approach to work functions
- commitment to a high level of partnership within the community

## HOURS AND CONDITIONS

- A six month probation period applies.
- Standard hours of work are 9-5 Tuesday to Friday. The position requires some out of hours work consistent with responsibilities. Some inter/intrastate travel may be required.
- Job share is available
- Salary is in the range of \$50,044 - \$52,892 (full time equivalent) depending on skills and experience. Due to our charity status we are able to offer eligible employees up to \$ 16,050 of their salary tax-free without paying Fringe Benefits Tax (FBT). See [www.epacsalarysolutions.com.au](http://www.epacsalarysolutions.com.au) for more information.
- Conditions of employment: ACSA's "Terms and Conditions of Employment", "Enterprise Bargaining Agreement 2007", "Social, Community, Home Care and Disability Services Award" and current "Procedures and Policies".

## Approval

<b>CEO</b>	Shane Dinnison	<b>Signature</b> 	<b>Date</b> <b>10/7/2012</b>
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